



# Acceptable Behaviour Policy (Student Code of Conduct)

## 1. Purpose

- 1.1 This policy aims to provide a simple and clear statement of expectations related to both student and staff conduct in academic work and inter-personal relationships when studying at Western Sydney University International College (WSUIC).
- 1.2 WSUIC is committed to demonstrating high standards of personal and professional conduct, and this commitment extends to students, who are a fundamental part of the College community. This policy reflects the College values of excellence and quality, scholarly rigour and integrity, equity and inclusiveness, collegiality and participation, academic freedom, commitment and accountability.
- 1.3 This policy has been developed to meet compliance requirements of the following:
  - [ESOS National Code 2018 Standard 8 Overseas student vis requirements and Standard 9 Deferring, suspending or cancelling an overseas student's enrolment specifically sub-clause 9.3 and 9.5](#)
  - [HESF Threshold Standards 2021 Standard 2.2 learning and diversity ; Standard 2.3 Wellbeing and Safety; and Standard 6.3 Academic Governance](#) sub-clause 1a

## 2. Scope

- 2.1 This policy applies to prospective or current students of WSUIC whether attending the College's premises or participating in activities off premises as part of their formal enrolment with WSUIC. It also identifies the expectations of students in relation to their interactions with WSUIC teaching and professional staff.

## 3. Definitions

### 3.1 "WSUIC"

Refers to Western Sydney University International College

## 4. Principles

- 4.1 WSUIC endorses the required standards of acceptable behaviour expected from all students and from its teaching and professional staff. This policy applies to the behaviour of students. The behaviour of teaching and professional staff is covered in the **WSUIC Staff**



**Code of Conduct.** By ensuring appropriate standards of conduct, the reputation and integrity of WSUIC is maintained.

- 4.2 Within the WSUIC environment, staff and students have both expectations and responsibilities. These expectations and responsibilities are intended to assist WSUIC in providing students with access to educational resources that will enable them to successfully complete their program of study.
- 4.3 WSUIC confirms its commitment to providing an equitable, transparent and safe environment for its students and teaching and professional staff and champions the principles of anti-discrimination, anti-bullying, harassment and vilification so as to provide opportunity for academic success and personal fulfilment.

## **5. Western Sydney University International College General Behavioural Expectations of its Students**

- 5.1 WSUIC students are expected to:
- a) treat all others with respect and courtesy;
  - b) act with care, diligence and honesty
  - c) treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
  - d) respect the opinions and views of others;
  - e) avoid any conduct that might reasonably be perceived as sexual, racial, or genderbased harassment or otherwise perceived as being intimidating;
  - f) familiarise themselves with, and abide by, WSUIC policies and procedures;

## **6. Expectations of Students Within the Learning Environment**

- 6.1 Students are expected to adhere to the following behavioural guidelines:
- a) attend classes, maintain required levels of study as per Unit Learning Guides, and submit assessment pieces on time;
  - b) utilise academic performance feedback from teaching staff;
  - c) be responsible for their own learning utilising the available resources;
  - d) maintain a dedicated and professional approach to their study program;



- e) commit to continually improve their English language proficiency and communication skills as required to enhance successful learning outcomes.
- f) demonstrate mutual respect for teaching and professional staff, and fellow students;
- g) be aware of their responsibilities within their courses and prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- h) attend lectures, tutorials, workshops, and other contact sessions;
- i) attempt and submit assessment as specified in Learning Guides and on exam timetables;
- j) give due acknowledgment to the work and contribution of others and ensure the proper use of copyright material;
- k) maintain the privacy and confidentiality of other's personal, academic, or commercial information;
- l) arrive at classes at the scheduled time;
- m) work to the best of their ability;
- n) participate actively in learning activities;
- o) endeavour to use the English language as a communication medium at all times whilst on campus;
- p) avoid all forms of misconduct;
- q) provide constructive feedback when evaluating courses and members of teaching staff;
- r) refrain from activities that might negatively impact on other members of WSUIC via face to face and on any forms of digital or social media;
- s) turn off all mobile and electronic devices during class times and examinations;
- t) not eat or drink in classrooms; and
- u) obey any other rules of classroom behaviour as determined by, and/or negotiated with, their teacher.
- v) obey all rules of examination behaviour.
- w) Carry their Student ID card at all times while in campus

## **7. Student Expectations of WSUIC and its Teaching and Professional Staff**

### **7.1 Students at WSUIC can expect:**

- a) to be treated with courtesy and respect;



- b) to be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- c) to be able to freely communicate and voice alternative points of view in courteous and rational debate;
- d) to participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- e) to have their personal information protected;
- f) to be able to access personal records, subject to the provisions of the Freedom of Information Act [1992];
- g) to be provided with timely and accurate information as it pertains to course[s], enrolment, and all administrative matters;
- h) to have reasonable access to lecturing staff for consultation;
- i) that assessment within course[s] will be equitably and consistently implemented;
- j) to be assisted in the development of their English language proficiency;
- k) that the facilities and equipment they use are safe, and comply with occupational health and safety guidelines; and
- l) in the event of involvement in a relationship with a staff member, particularly where it is a close, intimate and/or exclusive one, that WSUIC will consider appropriate action in a manner that protects the integrity of all parties when it is informed of such a circumstance.

## **8. Discrimination and Harassment**

- 8.1 Discrimination or harassment of staff or students, by any student or member of the teaching and/or professional staff, is unacceptable, and contrary to the core educational and employment values that WSUIC upholds. All students and staff members of WSUIC are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment. Humour based on discrimination and harassment may constitute harassment.
- 8.2 WSUIC will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.



- 8.3 For further information, refer to **WSUIC's Equal Opportunity and Diversity Policy and Anti Discrimination and the Prevention of Harassment, Vilification and Bullying Policy.**

## **9. Smoking**

- 9.1 WSUIC ensures that all members of the community can enjoy a clean and smoke free environment. Smoking is not permitted in the building. Smoking outside the building is subject to local council regulations.

## **10. Misconduct**

- 10.1 WSUIC students who breach any of the WSUIC Expectations and/or Student Expectations outlined in this policy may be considered to have engaged in misconduct.
- 10.2 A student who also engages in any of the following activities may be considered to have engaged in misconduct:
- a) endangers the health or safety of any person at WSUIC or on the campus;
  - b) unlawfully assaults, or attempt to assault another member of WSUIC or campus community;
  - c) engages in dishonest behaviour;
  - d) damages or abuses WSUIC or campus property;
  - e) bringing weapons onto campus.
- 10.3 Students at WSUIC are subject to the provisions of the **WSUIC Misconduct Rule** a copy of which can be downloaded from the WSUIC website.

## **11. Reporting Misconduct**

- 11.1 A person may report possible student or staff misconduct to a relevant member of the WSUIC Executive. Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing.
- 11.2 Students who have a complaint about the conduct of a staff member, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.
- 11.3 For further information, refer to **WSUIC Student Complaint Handling Policy.**



**12. Appeal Against a Misconduct Penalty Ruling**

- 12.1 A student who has had a penalty imposed as a result of Misconduct may appeal, through WSUIC Student Complaint Handling Policy, against the penalty imposed. Refer to the **WSUIC Student Complaint Handling Policy** available from the WSUIC website for details of the appeals process, including timeframes.

**13. Quality and Compliance**

- 13.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 13.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.
- 13.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 13.4 New staff will receive policy information during the induction process where it relates to their position.

**14. Benchmarking**

This policy has been benchmarked as part of the policy development and review procedure against the relevant policies of 4 other Higher Education Providers for relevance, currency and best practice comparison.

**15. Related Forms and Documents**

N/A

**16. Related Policies, Procedures Guidelines and Legislation**

- POL 20 WSUIC Student Complaint Handling, Appeals and Resolution Policy
- POL 12 WSUIC Equal Opportunity and Diversity Policy
- POL 21 WSUIC Staff Code of Conduct
- POL 39 WSUIC Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy
- RULE 01 WSUIC Student Misconduct Rule



- POL 54 IT Acceptable Use Policy
- POL 26 Academic Integrity Policy
- [Freedom of Information Act \[1992\];](#)

**Approval and Amendment History**

<b>Approval Authority:</b>	Western Sydney University International College Academic Board
<b>Policy Owners:</b>	Academic
<b>Approval Date:</b>	21 October 2016
<b>Date for Next Review:</b>	22/02/2024

Amendments		
Revision Date	Version	Summary of changes
21/10/2016	1.0	New Policy Developed and Implemented
27/04/2018	2.0	Name change of policy from Student Charter to Acceptable Behaviour Policy as it applies to both staff and students of the International College.  Replacement of reference to Western Sydney University International College with WSUIC throughout document.  Clause 3 – Addition of Definition WSUIC  Clause 8.3 addition of reference to new related policy – <a href="#">Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy</a>
Amendments		
Revision Date	Version	Summary of changes



02/03/2020	2.0	<p>Clause 4.1 rewording to include teaching and professional staff and reference to WSUIC Staff</p> <p>Code of Conduct. Policy added to Clause 15 Related Policies, Procedures, Guidelines and Legislation. Removal of Clauses 10 – 13 to be replaced with reference to WSUIC Misconduct Rule. Subsequent renumbering of following clauses.</p> <p>Clause 12 – minor grammatical and administrative changes (as recommended by the JVC Policy Review Committee) plus addition of clauses 12.2, 12.3 and 12.4.</p> <p>Clause 13: Changed to new clause titled Benchmarking and previous clauses moved down a level.</p> <p>Clause 15 – Addition of Policy Numbers and reference to new policy -Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy and the Student Misconduct Rule.</p>
22/02/2022	2.1	<p>Updates to clause 4.1 to remove reference to staff as a different policy applies to Staff.</p> <p>Re-construction and alignment of Clause 5: Western Sydney University International College General Behavioural Expectations of its Students;</p> <p>Clause 6: Expectations of Students Within the Learning Environment;</p> <p>Clause 7: Student Expectations of WSUIC and its Teaching and Professional Staff</p>